

Job Designation

Research Associate (RA)

About AMP

Association of Muslim Professionals (AMP) is a national, community based, non-profit organization (NGO) registered under the Societies Registration Act, Maharashtra. It is a platform for all Muslim professionals, and willing volunteers to share their knowledge, intellect, experience and skills for the overall development of Muslim Community in particular and the Indian society in general.

About EDP

AMP has worked for the past decade on improving *Education* and *Employability* of Indian Muslims and will continue to run its flagship programs in these areas. Over the next decade, AMP aims to broaden its focus towards *Economic Development* for Indian Muslims. The *Economic Development Plan (EDP)* attempts to build a roadmap for the AMP to work towards improving the economic conditions of Muslims living in India. It will also serve as a lighthouse for other prominent organizations for working on betterment of Muslims living in India. In the first phase, the EDP wishes to focus on the following 11 goals:

1. Reduce school dropout rates
2. Improve vocational education
3. Improve professional education
4. Increase women's work participation
5. Make urban migration sustainable
6. Support the self-employed to survive and thrive
7. Improve participation in organized sector jobs
8. Empower villages to grow in the new economy
9. Break barriers to investing wealth in halal ways
10. Promote equitable housing for Muslims
11. Support new age start-ups and SMEs

Towards this, AMP believes that it is critical that all stakeholders organize under a common Economic Agenda which takes a comprehensive view of Economic Development.

- Build common understanding of goals and priorities among stakeholders
- Conceptualize the right strategic programs and strike the right strategic partnerships to drive long term sustainable improvement
- Build the network and ecosystem for funding initiatives and driving on-ground Change

Job Responsibilities

The **Research Associate (RA)** will closely work with the AMP team to prepare a plan of action to achieve the 11 goals of the EDP highlighted above. This would involve:

- Undertaking background secondary research on factors leading to the backwardness of Muslims on these aspects
- Preparing and expanding the list of experts relating to the EDP goals
- Conducting in-person or VOC interviews with experts to incorporate their inputs in the roadmap
- Assisting the Senior leadership of AMP and its research partners to finalize the EDP
- Organizing stakeholder consultations and conferences on the EDP goals

The Research Associate would be working with other RAs and the AMP team on the above responsibilities

Requirements for the role

An ideal candidate is expected to have the following:

- Candidates may be Undergraduates or may have completed a Bachelor's/ Master's degree or currently enrolled in a Master's degree programme in Development Studies, Social Work, Public Policy, Anthropology, Economics, Sociology, Political Science and/or related subjects or prior work experience in Research organizations
- Language skills: Written and spoken proficiency in Hindi and English. Knowledge of any local language would be an added advantage. The candidate will be expected to draft detailed reports and memos and hence, strong writing skills are preferred
- Demonstrated research abilities. Knowledge of statistical software would be an added advantage.
- Proficiency in MS Office (Word, Excel, PowerPoint) is mandatory. Skills in using design software would be advantageous but is not mandatory.
- Strong communication and interpersonal skills
- Self-starter with a strong commitment for deadlines

Commitment and timelines

- The RAs will be initially interned for a period of 3 months (first phase of EDP) and the commitment can be extended depending on the progress and performance
- The candidate can be based anywhere in India. Although candidates based of New Delhi or Mumbai will be given preference
- The candidates will be expected to give a minimum of 30 hours per week for the project
- The team will organize a weekly e-meeting to discuss progress and next steps, where the RAs will be expected to share the deliverables for the week
- The RAs will not be provided a stipend in the first phase but a certificate of experience and a letter of recommendation. Candidates who are selected for the second phase will be provided a stipend based on work experience and performance in the first phase

Interested candidates may send a one-page resume along with a 300-word statement of interest to ampoffice.connect@gmail.com latest by January 31st 2019